



SNOHOMISH COUNTY SHERIFF'S OFFICE

INTEGRITY · DIGNITY · COMMITMENT · PRIDE

John Lovick, Sheriff

JUDICIAL UNIT 425 388-3522

INTAKE REQUIREMENTS FOR GENERAL PROCESS:

___NOTICES, ___CIVIL SUMMONS, ___COMPLAINT, ___CITATIONS,
___DECLARATIONS, ___SMALL CLAIMS, ___PETITIONS, ___OTHER

THE CIVIL UNIT ACCEPTS LEGAL DOCUMENTS FOR SERVICE, WE WILL MAKE ATTEMPTS TO SERVE THE NAMED PERSON(S), BUT SUCCESS IS PARTIALLY BASED ON HOW MUCH TIME WE HAVE TO SERVE AND ON OUR ABILITY TO LOCATE THE PERSON(S). WE DO NOT GUARANTEE SERVICE.

DOCUMENTS NEEDED:

___ A SET OF COURT DOCUMENTS FOR EACH PERSON REQUIRING SERVICE
___ COMPLETED SCSO SERVICE INFORMATION FORM

ADVANCED FEES REQUIRED: (SEE CIVIL FEE LIST FOR BREAKDOWN ON OUR **WEBSITE**). FORM OF PAYMENT IS CASH, CHECKS, & MONEY ORDERS. CHECKS AND MONEY ORDERS MADE PAYABLE TO SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO). AT THIS TIME WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

___ **IN STATE REQUEST: \$ 100.00** FOR EACH TYPE OF COURT PROCESS SERVED
___ **OUT OF STATE REQUEST: \$ 200.00** FOR EACH TYPE OF COURT PROCESS SERVED

Fees not used on mileage will be refunded. Non refunded fees include service, return, notary, & copy.

(Double the advance fees for remote locations within the county such as DARRINGTON, GOLD BAR, INDEX, or SULTAN.)

TIME LINES:

OTHER PAPERS W/COURT DATE - 5 COURT DAYS PRIOR
SMALL CLAIMS - 10 DAYS PRIOR PER RCW 12.40.040
SUMMONS – 5 DAYS PRIOR TO COURT DATE (RCW 12.04.020)
SUPERIOR COURT FAMILY LAW PAPERS – 10 CALENDAR DAYS, PER LOCAL COURT RULES



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INTAKE REQUIREMENTS FOR CRIMINAL SUMMONS

CRIMINAL SUMMONS - PERSONAL SERVICE ONLY BY A PEACE OFFICER, PER CrR 2.2
SERVICE TIME – 5 DAYS PRIOR TO COURT DATE (RCW 12.04.020)

DOCUMENTS NEEDED:

____ SET OF DOCUMENTS FOR EACH PERSON TO BE SERVED

____ COMPLETED SCSO SERVICE INFORMATION FORM

SERVICE FEE REQUIREMENTS: (SEE CIVIL FEE LIST FOR BREAKDOWN ON OUR WEBSITE). FORM OF PAYMENT IS CASH, CHECKS, MONEY ORDERS. CHECKS AND MONEY ORDERS SHOULD BE MADE PAYABLE TO SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO). AT THIS TIME WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

ISSUED BY SNOHOMISH COUNTY ADULT & JUVENILE COURT: FEES WAIVED

ISSUED BY OTHER COUNTY WASHINGTON ADULT & JUVENILE COURTS: BILL FOR SERVICES

ISSUED BY AN OUT OF STATE AGENCY: **\$ 200.00** FEES REQUIRED IN ADVANCE

Juvenile summons must have a copy of the petition attached when served to be valid service.
RCW 13.34.070.

If a juvenile is to be served, the juvenile's parent or guardian must also be served.
RCW 4.28.080 (11)



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INTAKE REQUIREMENTS FOR OTHER ORDERS ARE:

___ ORDER TO SHOW CAUSE, ___ CIVIL SUBPOENA, ___ RESTRAINING ORDERS,
___ UNLAWFUL HARASSMENT PROTECTION ORDERS,
___ OTHER _____

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DOCUMENTS NEEDED:

___ A SET OF COURT DOCUMENTS FOR EACH PERSON REQUIRING SERVICE
___ COMPLETED SCSO SERVICE INFORMATION FORM

ADVANCED FEES REQUIRED: (SEE CIVIL FEE LIST FOR BREAKDOWN ON OUR **WEBSITE**). FORM OF PAYMENT IS CASH, CHECKS, & MONEY ORDERS. CHECKS AND MONEY ORDERS SHOULD BE MADE PAYABLE TO SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO). AT THIS TIME WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

___ **IN STATE REQUEST: \$ 100.00** FOR EACH TYPE OF COURT PROCESS SERVED
___ **OUT OF STATE REQUEST: \$ 200.00** FOR EACH TYPE OF COURT PROCESS SERVED

Fees not used on mileage will be refunded. Non refunded fees include service, return, notary, & copy.

(Double the advance fees for remote location within the county such as DARRINGTON, GOLD BAR, INDEX, or SULTAN.)

TIME LINES:

EX-PARTE RESTRAINING ORDERS - 12 DAYS PRIOR TO COURT DATE
SUBPOENAS - UNTIL COURT DATE
SUPERIOR COURT FAMILY LAW PAPERS – 10 CALENDAR DAYS, PER LOCAL COURT RULES



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CIVIL BENCH WARRANT - INTAKE REQUIREMENTS

IN ORDER FOR THE SHERIFF'S OFFICE TO ATTEMPT TO SERVE YOUR CIVIL BENCH WARRANT THE SCSO SERVICE INFORMATION FORM MUST BE COMPLETED.

DOCUMENTS NEEDED:

- _____ CIVIL BENCH WARRANT - THE ORIGINAL AND 1 COPY
(MUST SHOW COURT FILED & STAMPED ORIGINAL)
- _____ ORDER DIRECTING ISSUANCE OF BENCH WARRANT
- _____ COMPLETED SCSO SERVICE INFORMATION FORM

ADVANCED FEES REQUIRED: (SEE CIVIL FEE LIST FOR BREAKDOWN ON OUR WEBSITE). FORM OF PAYMENT IS CASH, CHECKS, MONEY ORDERS. CHECKS AND MONEY ORDERS SHOULD BE MADE PAYABLE TO SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO). AT THIS TIME WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

_____ **\$150.00**

Fees not used on mileage will be refunded. Non refunded fees include service, return, & copy.

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INTAKE REQUIREMENTS FOR INTERPLEADER SUMMONS & COMPLAINT

INTERPLEADER SUMMONS AND COMPLAINT are court actions when there is a dispute over the earnest monies.

IN ORDER FOR THE SHERIFF'S OFFICE TO ATTEMPT TO SERVE YOUR INTERPLEADER THE SCSO SERVICE INFORMATION FORM MUST BE COMPLETED.

We are required to serve Interpleader's as officers of the court under 4.08 RCW.

DOCUMENTS NEEDED:

____ SET OF DOCUMENTS FOR EACH PERSON REQUIRING SERVICE

____ COMPLETED SCSO SERVICE INFORMATION FORM

FEES ARE BILLED FOR AFTER SERVICE COMPLETED. MAKE SURE WE HAVE COMPLETE INFO FROM THE PERSON PAPERS ARE RECEIVED FROM.

We bill the person/business documents received from as they are required to petition the court for sheriff fees to be paid.